

## **Privacy Notice**

### **1. Purpose**

The UK General Data Protection Regulation (UK GDPR) is concerned with how the personal information I collect about you (the data subject) is collected, stored and shared by me.

### **2. The data and legal basis of processing**

I will process the personal data below to provide therapy to you:

your name;

your home address;

your email address

your phone number including landline and/or mobile phone numbers (if applicable)

your Internet contact details;

your date of birth;

your GP details;

other data you volunteer (your personal background history and information).

Your information is securely stored electronically without identifying details of you and protected by a password. Any personal data in paper format will be stored in a locked cabinet and process notes will always be anonymised and destroyed after they have served their purpose. In accordance with the requirements of my regulatory body I shall share anonymised process notes for discussion with a suitably qualified supervisor to ensure that I am working in your best interests. In discussions with professional colleagues your personal information will not be passed on and remains confidential. It is a requirement of the BPC's Code of Ethics that if for any reason I am unable to work that my Clinical Trustees are able to contact you. I shall share your contact details with them for this purpose.

Under the UK GDPR the lawful bases for processing your personal data are:

(a) for the performance of a contract or to take steps to enter into a contract with you for your psychotherapy treatment; and

(b) your consent. You have the right to withdraw your consent at any time.

### **3. Confidentiality**

I comply with the strict BPC standards of confidentiality. In exceptional circumstances I would share your personal data with a relevant authority where necessary to comply with a legal obligation (such as a court order) to which I am subject, or to protect the vital interests of you or another person (such as a safeguarding concern). I will discuss with you before sharing with other parties.

#### **4.Retention**

When we have finished working together I shall securely destroy all personal data collected about you.

#### **5. Your rights**

You have the right:

- to request information about how your personal data are processed, and to request a copy of that personal data
- to request that any inaccuracies in your personal data are rectified without delay
- to request that any incomplete personal data are completed, including by means of a supplementary statement
- to request that your personal data are erased if there is no longer a justification for them to be processed
- in certain circumstances (for example, where accuracy is contested), to request that the processing of your personal data is restricted
- to object to the processing of your personal data

#### **6. How to complain**

If you have any concerns about the use of your personal information, you can complain to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:  
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or [casework@ico.org.uk](mailto:casework@ico.org.uk). Helpline number: 0303 123 1113